

**FORMAL PROCEDURE FOR PRESENTING & RECEIVING ANSWERS TO QUESTIONS PRESENTED TO THE
ATC BY INDUSTRY REPRESENTATIVES**

SCOPE: In order to create an organized, uniform and reviewable system for receiving & responding to industry questions.

SUBJECT: General & Routine Questions

1. All general questions regarding procedure relating to existing permits, pending applications for permits, renewals of existing permits, extensions or escrow should first be addressed to the processor handling the county in which the permit will be located or the local board excise officer responsible for the permit location.

SUBJECT: Industry Questions Posed by Industry Representatives Seeking Guidance from or a Formal Opinion from the ATC

1. All questions should be
 - a. in writing (email in compliance with procedure will be accepted),
 - b. addressed to the Executive Secretary,
 - c. with copies addressed to the chairperson and commission counsel.
2. The request should clearly state
 - a. The issue or questions to be addressed,
 - b. The Indiana Code 7.1 cite relating to the issue or question posed,
 - c. Whether the commission has acted previously on the proposed or a related question or issue with a brief summary of the ATC position taken in the prior action including any documentation articulating any previous decision by the ATC.
3. The Executive Secretary will acknowledge receipt of the question and indicate an approximate time in which to expect a response.
4. The Executive Secretary will consult with the appropriate parties including but not limited to the chairperson, commission members, commission counsel, prosecutor and excise police and conduct any necessary legal research.
5. The Executive Secretary, after receiving approval from the chairperson, will respond in writing with the ATC response.

6. The response correspondence will be copied to the chairperson, commissioners, commission counsel, prosecutor and, in the event the agency decision impacts excise enforcement, the excise police superintendant .
7. A copy of the original letter of inquiry along with the ATC response will be retained and kept in the Office of the Chairman and cataloged by year and topic.

David Cook, Chairman Indiana Alcohol & Tobacco Commission

Date